## APPLICATION FOR RECORDS DISPOSITION STANDARD

3. Dept., Division, Subdivision & A		Analyst, Management Systems Division					
3. Dept., Division, Subdivision & A	FOR RECORDS MANAGEMENT DIVISION USE  Date Received Application No. Date Completed						
Office of the Ge		;			••		
Public Informati	<del>-</del>		JUN 2 1983	10-2	87-A JUN 1 5 1983		
401 W. Peachtree			1. Application	2. De	2. Dept. Application No.		
Atlanta, Georgia	1 30363						
4. Person to Contact		5. Working	<u>L</u> Title		6. Telephone Number		
Pat Stephens		_	retary 586-5156				
7. Action Requested							
a. [] Establish Retention Scheo	dule; record will continue to accumulate.						
	ulation; no further accumulation anticipated 76-287 Check	_/	<b>.</b> .	<b>-</b>			
c. Amend Application No  8. Dates of Series	9. Records Series Title (followed by title u	One: D Chi		U Void			
Earliest Latest	5. Necords Series File fromowed by the	iada ili Olinge,	, ii Girierenz,				
	Media Relati	ons Fi	le				
1972 Present  10. Division and Office Function	What is the function of the Division and	the Office in	which this record serie	s is created?	<u>'</u>		
The Division of Pu	blic Information serv	es as 1	the public i	nforma	tion advisor "		
to the MARTA Board	, the General Manager	, Assis	stant Genera	1 Mana	gers, and		
general MARTA Star	f as required; develo	ps and	maintains a	public	c information		
start-up programs.	about bus and rail op- maintains an interna	eration	ns, rail con	struct	ion and		
	l, aware, and knowledge						
mation projects an	nd ceremonies designed	to hic	ghlight MART	'A acti	vities:		
supports other MAR	RTA staff agencies on a	an as-i	required bas	is; an	d maintains		
a transit schedule	e information service.		-				
				,	•		
11. Record Series Description	This file contains the following documen	nts (include f	orm numbers and titles,	if any):			
	Attach samples of the file.				• •		
	distribution of infor						
	eases of newsworthy it lications, speeches by						
	s releases, newspaper						
	te, and professional p						
	rd members.						
	·	•					
	•						
•			٠,				
		•					
File is arranged: Chror	nologically by month b	y year	•				
12. Monthly Reference Rate How	w often are records referred to which are: $10^{\circ}$	<del></del> _					
One to six months old	; Seven to twelve months old		Thirteen to twenty-fou	r months old	<u>5</u> ;		
twenty-five months and older	?						
	, we						
13. Annual Rate of Accumulation of	Records			1			
	, we	· · · · · · · · · · · · · · · · · · ·	; Other (specify)	\			

YES	NO	14. Questionnaire (Plac						1	
Х		a. Is this the officia	al copy of the serie	s?					
Λ		If not, where is i		·			. — . <b>4</b> —	_	
i	х	b. Does the series of	ontain confidentia	l information requ	iring security h	andling? If yes, cite lav	v of regulation.		
	^			1			,		
	X	c. Is this a vital rec	ord?						
X	1	d Does this series have historical or long term research value? Research value							
1	X	n. When one or two	i documents in the	lde make it neces		entire life for a long p		lomanents be	
- 1	1	scheduled separa	tely?	٠.					
	X	f. Is the information	n contained in this	series ever publist	ed? If yes, atta	ch copy.			
		g. Is the informatio	n contained in this	series ever analyza	d and/or recor	ded in a summarized re	sport?		
	X	If yes, attach cor	<b>Σ</b> Υ.					•	
		h. Is there a duplica	ition of this series i	in your office, or it	another office	or agency?			
	X	If yes, where?							
	X	i. Is this series (or a	major portion of	it/ regularly micro	filmed?	<del></del>			
	X	j. Does the record :	series result in a co	mputer printout?			· · · · · · · · · · · · · · · · · · ·		
15. F	Retenti	on Requirements		The following rea	uires the series	to be kept:		**************************************	
		,				·			
а	. State	e Law		years.	d. Aud	lit period		years,	
ь	. State	ute of limitation		veers.		ninistrative need	P	erm. years.	
c	. Fede	eral law		years.		eral retention instructi			
		•						Years.	
-	Attach i	copy or excert of laws or r	eculations. Explain	administrative ne	ed .	•			
				· wall	. ,				
							•		
			•	,				•	
		•						•	
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6. 4	pprov	d Disposition Instructions	This age	ncy recommends ti	hat the file serie	s be cut off at the end	of each:	<del>Prima</del> de la companya del companya de la companya del companya de la companya de	
		· ·							
			\ PCalen	kdarYear; LJFiso	al Year; [_]O	ther	<del></del>	then,	
<b>,-</b>			• •	1					
_	_	in the current files area _			year(s); the	en	•		
	_	sfer to local holding area; i		- · ·					
		sfer to State Records Cent	er; hold	year(s); ther	1				
_	Desti			• .				•	
<u> </u>		sfer to State Archives for p	sermanent retentio	π.	<u>.</u>	' <u>.</u>			
L	J Othe	t (Specify)							
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		. 1							
T	hese in	structions apply to all prior	r and future were	miations of the co-					
• '		uppry to all prior	· and renute accum	maritima Or 319: 361	., ,		•		
			melianta kuintti	naula les sur merc	mal sass as a	,,, , , , , , , , , , , , , , , , , ,			
7 4			marcare orient ratio	mate for recomine	reamons above	for write additional re	marks):		
Appre	PPROV	D Prent Pacords-Mar	nageween 644'	D-1-					
110		XIII PACOIDS-MAI	iagement Officer	Date	Approve	d Legal Counted	1/	Date	
4	te e	The second second		5/14/83	the	nda ]).	Tilland	_ 3/24/83	
	ev <del>e</del> r 122	Mad/ Designes	00 )	Party 1-	Approve	Pivision of Audil	1 -	Date	
40	<u>~~</u>	THE AND A	un	1413	1	ZDarl	•	5/24/83	
	4	Department Freed/Design	" 1#5 T	Déte	Approve	Department of Ar	chives and History	Pale	
L	15-	my Julla	<u></u>	5/23/83	11 rdu	vard Welds	<b>~</b>	6/14/8-3	
-ep	, ZZ	Hecords Management And	nivsir/	Date /	Approve	MARTA Managen	nent Advisory Comm	nitres Date	
<u> </u>	10	na N. tus	ulin	5/18/10					
	(I - I)	· <del></del>	· · · · · · · · · · · · · · · · · · ·	7 7			<del></del>	<u> </u>	
	<u> </u>				<del></del>				



## APPLICATION FOR RECORDS DISPOSITION-STANDARD

	in duplicate and forward to the Records	Management				
3. Dept., Division, Subdivision	& Administering Office Address	FOR RECORDS MAI				
Department of Public Affairs	Planning & Public Affai	AUG 1 2 1976 76-287 AUG N 7 1				
	Street, Suite 1300 30303	•	1. Application	2. Dept.	Application No.	
4, Person to Contact		5. Working	Title	(6	. Telephone Number	
Dennis Mollenk	amp	Manag	er		586-5165	
<ul><li>b.  Dispose of present ac</li><li>c.  Amend Application N</li></ul>	Schedule; record will continue to accumulate. cumulation; no further accumulation anticipat No Chec	k One: 🔲 Ch	ange;	□ Void		
8. Dates of Series Earliest 1972 LatestPre	sent MARTA News Cli	pping F	ile			
10. Division and Office Functio	n What is the function of the Division a	nd the Office in	n which this record serie	es is created?	•	
•					•	
•	See Att	ached				
11. Record Series Description	This file contains the following document of the file.	nents (include i	form numbers and titles	;, if any):		
Documents relating to:	the distribution of in releases of newsworthy publications.	items,	news artic	les, and	similar	
Included are:	news releases, newspap out-of-state, and prof				papers,	
		-				
	•			,	•	
				•		
•						
File is arranged:	chronologically by mor	th by y	ear			
12. Monthly Reference Rate	How often are records referred to which are	:		<del></del>		
One to six months old	; Seven to twelve months old	10	; Thirteen to twenty-fo	our months old		
twenty-five months and old	er ?			7.2	and the second	
13. Annual Rate of Accumulati						
Letter-size drawers <u>1</u> 1	/2 ; Legal-size drawers ; She	lves	; Other (specify) _	ì		
L					_	

YEŞ	NO	14. Qu	uestionnaire (Place a	n "X" in the proper	column)	· ·	5 20 4	<u> </u>		<u> </u>
	a. Is this the official copy of the series?									
X		If not, where is it?								
	}	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.								
	X									
	X	X c. Is this a vital record?								
X	d. Door this series have historical or long term research value? Possible research value									
	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be									
	<u>X</u>	ļ	scheduled separate		<del></del>		1			
	X			contained in this ser						<u> </u>
		g.			ies ever analyzed ar	id/or r	ecorded in a summarized repor	t?		•
	X	ļ	If yes, attach copy						<del></del>	
	l <u>.                                    </u>	h,		on of this series in y	our office, or in and	other c	office or agency?			
	X	<del> </del>	If yes, where?					<del></del>		<b>-</b> ·
	X	· · · · · · ·		major portion of it)		<del></del>				
45	X	<del> </del>		ries result in a comp	uter printout? le following require:	the c	eries to be kent:			<del></del>
15.	Retent	tion Requ	irements	***	e following require:	è file 2i	siles to be kept.			•
	n C+n	ite Law			vears.	. д	Audit period			<b>Ve</b> ar <b>c</b>
	_	ite Law	mitation		vears.	. <b>.</b>	Administrative need		Perm.	•
		deral law	illitation y		vears.	ŧ.	Federal retention instructions			_ years.
	c. Fed	deidi idvv			y <del>c</del> ai 3.	٠.	)			_ yours.
	Attach	o conv or	aveart of laws or re	gulations. Explain ac	lministrative need			•		•
	Attach	i copy of	excert or lasts or re	galations. Explain ac	ministrative need:		•			
						٠.				
				•						•
										<del></del>
16.	Appro	ved Dispo	osition Instructions	This agency	y recommends that	the file	e series be cut off at the end of	each:		
			•	🔀 Calenda	r Year; 🔲 Fiscal Y	ear;	☐ Other			then,
									·	
	□ Но	ld in the	current files area _	month	n(s)1	year(	s); then			
	☐ Tra	ansfer to l	local holding area; h	old	year(s); then					
,	□ Tra	ansfer to	State Records Cente	r; hold	year(s); then					
	☐ De:	stroy.								
	🛂 Tra	ansfer to	State Archives for p	ermanent retention.	i					
	Otl	her <i>(Spec</i>	ify)	•						•
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	These	instruction	ons apply to all prior	r and future accumu	lations of the series.					
				. je saste e ee saste		- **	-L	1 3	•	
4-	A 55 5	0.444.5	(1)	ndicate briefly ratio	nate for recommend	ations	above/or write additional rem	arks):	THE THE R. LEWIS CO., MANY CO., LANSING, MANY	
	APPR	OVALS Dena	rtment Records Mai	nagement Officer	Date	····	oproved Legal Counsel			Date
~^	.p. UVEU	. Jepa	. Chient Necolus IVIai	agement Officer	<b>5</b> 016	^'	A Longo Courses	1./	9/	11.71
	proved	Divis	ion Head/Designee		Date	\	Division of Audit	W _	8.1	7
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A	proved	Dena	rtment Head/Desig	20 C	Date	1	proved Department of Arc	hive and I	S-1	//~ / (C) Date
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Δ	proved	Beco	rds Management Ap	elvst	Date	1//	oproved MARTA Manageme	ent Advisor	Committee	Date
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